

N.T.S.A. Operating Procedures

Jan 24, 2007

Range Phone Number 940 391 7376

1. Operating Hours

- Monday - Friday 10:00 am - until Official Sunset.
- Saturdays, Sundays and Holidays 8:00 am - until Official Sunset
- No Shooting may take place outside these hours without prior Board approval.

2. Orientation Class

- Every new member is required to attend a Club Orientation Class.
- Classes are held the Saturday following the B.O.D. meeting, (second Wednesday of the month). Class begins at 8:00 am and lasts about 1.5 hours.

3. Sign In

- Everyone must sign in immediately when entering the property and **before** shooting. **No Exceptions.**
- The sign-in sheet is usually kept in the Club House. See the Staff Member on duty for assistance.

4. Non-Member Procedures.

- You may bring non-members with you to the Club. They fall into **two** categories:
- **Guests** - A guest is a non-member who does not participate, i.e., shoot. He/she shall be indicated on the Day Member/Guest sign-in sheet as a guest. Use the member's number.
- **Day Member** - A Day Member is a non-member who intends to participate, i.e., shoot. He/she must purchase a Day Membership. They must be indicated on the Day Member/Guest sign-in sheet. Use the member's number. Do not write the word guest in conjunction with this type of non-member. Non-Members must be supervised **at all times** by the member host. Exceptions may be made for special events. Day Members will pay the same range fees as Annual Members and be governed by all applicable N.T.S.A. rules, policies, and procedures. A Day Member may not sponsor another Day Member. This is a one-day non voting membership and may be revoked at any time. Repeat Day Members must have an application for membership on file.

5. Member Procedures

Membership in the N.T.S.A. is a privilege and should be treated as such. Due to the size of the membership, (i.e., 550), and the minimal staff, (i.e., 1), it is imperative that members lend assistance in reducing the workload by helping to keep the facility neat and clean and by doing the following:

- **Empty Cartridges** - All empty cartridges shall be placed in a pouch or picked up immediately after shooting is completed.

1. In the case of shotgun hulls - pick up devices are provided.
2. In the case of rifle or pistol cartridges - large orange buckets are provided.
3. You may keep your empties or place them in the trash.
4. **Thank you for your cooperation.**

- **Loading Trap and Skeet Machines** - In the event that the staff is serving other members, or performing other tasks, you can assist by resetting or reloading the machine that you wish to use. Please pay particular attention to these instructions during your orientation class. If you do not remember, or wish to have a refresher, simply contact the staff member on duty and they will be more than happy to assist you.

- **Other Areas** - You are encouraged to pitch in at any time when your assistance would aid in reducing the workload or otherwise increase the efficiency of **YOUR** Club.

6. Paying Out

It is the member's responsibility to pay his/her range fees and those of his guest/s before leaving the range. Fees should be paid directly to the staff member on duty. In the event that there is no staff member available when you are ready to pay:

1. **Record the amount you paid on the sign in sheet.**
2. **Place your money in one of the envelopes provided.**
3. **Write your name on the front of the envelope.**
4. **Place the envelope in the drop box next to the door.**

7. Club Newsletter

Newsletters are mailed to each member's address on file. The newsletter also is available online at **www.shootntsa.com**. Scheduled matches, results, and upcoming events/plans will be in the newsletter, online, and on the calendar in the Club house.

8. By-Laws

Please read the by-laws. **YOUR** Club operates in strict compliance with them. If you have any questions, do not hesitate to contact the Range Manager, a Range Officer, a Club Officer, or any member of the Board. A current copy of the by-laws can be found in the Club House or read online.

9. Contacts

If a problem exists and there is no staff on duty, please contact the Range Manager (Bob Carmichael) at **214 697 8125**.